



## YOUTH COMMUNITY CORRECTIONS BUREAU

### VOLUNTEER SERVICE AGREEMENT

I, \_\_\_\_\_, (*print name*) do agree to the following conditions of providing volunteer or internship services for the Department of Corrections.

1. I agree to engage only in those assignments or activities that have been assigned or authorized by the Volunteer Coordinator or Internship Supervisor.
2. I will not present myself as a representative or paid employee of the Department.
3. I do not expect to receive monetary compensation for my services.
4. I agree to avoid undue familiarity. If an offender has a problem that is beyond the scope of my position, I will direct the offender to the appropriate agency staff. I will not pursue a relationship with an offender that is outside my assigned responsibility.
5. I agree to bring nothing in or take anything out for any offender except work materials, which have been approved by the Volunteer Coordinator or my Internship Supervisor.
6. I will report without delay to the Volunteer Coordinator or Internship Supervisor, any condition, activity, or unusual behavior, which may be unethical, illegal, dangerous or potentially dangerous.
7. I agree to meet attendance and performance requirements.
8. I understand that I am responsible, and therefore liable, for my own actions and agree to use due care and caution when providing volunteer or internship services.
9. I will not report for volunteer or internship activities under the influence of alcohol or drugs.
10. I agree to accept only those assignments and/or engage in only those activities that have been assigned or authorized and, which supplement, but do not supplant the work of classified Department employees.
11. I understand that offenders under Department jurisdiction have been convicted of felony criminal activity, and/or been found to be a delinquent youth and that any offender I may have contact with may attempt to take unfair advantage of me. If taken hostage, I understand that the same rules apply to me as to any Department employee.

\_\_\_\_\_  
VOLUNTEER'S SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
WITNESS SIGNATURE

\_\_\_\_\_  
DATE